

## TECHNICAL ASSISTANCE GUIDE STAND DOWN GRANT FUNDING

*Stand Down* is a military term referring to an opportunity to achieve a brief respite from combat. Troops would assemble in a base camp to receive new clothing, hot food, and a relative degree of safety before returning to the front. Today more than 160 organizations across the country partner with local businesses, government agencies and community- and faith-based service providers to hold Stand Downs for homeless veterans and their families in the local community.

Each year, the Assistant Secretary for Veterans' Employment and Training awards Homeless Veterans' Reintegration Program (HVRP) grants to projects that enhance employment and training opportunities and/or promote self-sufficiency for homeless veterans. The critical services provided at a Stand Down are often the catalyst that enables homeless veterans to reenter mainstream society. Some of the services available at these events include temporary shelter, showers, haircuts, meals, clothing, hygiene kits, medical examinations, immunizations, legal advice, State identification cards, veterans benefit information, training program information, employment services, and referral to other supportive services.

Stand Down grant funds must be used to enhance employment and training opportunities or to promote the self-sufficiency of homeless Veterans through paid work. The homeless do not always have access to basic hygiene supplies necessary to maintain their health and confidence. Lack of shelter limits their ability to prepare for and present themselves at job interviews or be contacted for follow-up. Basic services such as showers, haircuts, attention to health concerns and other collaborative services provided at Stand Down can give the homeless participants a greater sense of self, improving their chances of securing and maintaining employment. Therefore, grant funds may be used to support Stand Down activities such as:

- The purchase of food, bottled water, clothing, sleeping bags, one-person tents, backpacks filled with non-perishable foods, hygiene care kits, and non-prescription reading glasses for Veteran participants;
- The purchase of gift cards for food, minor time-limited legal services, consumer credit services, and gasoline gift cards for Veteran participants;
- The purchase of job search media such as employment guides or literature in hard copy or on portable storage media, etc);
- Special one-time costs for the duration of the Stand Down event such as rental of facilities and/or tents, electricity, equipment, portable toilets and communications or internet access;
- The purchase of janitorial supplies, kitchen supplies, and advertising materials such as event posters;
- The hiring of security personnel;

- The rental of transportation equipment (bus, van, car, taxi, etc.) and/or purchase of gasoline to provide transportation of homeless Veterans to and from the Stand Down event; and
- The purchase or rental of other pertinent items and services for homeless Veteran participants and their families as deemed appropriate by VETS.

Stand Down grant funds may not be used to pay for administrative costs and administrative and/or programmatic staff. Stand Down grant funds may not be used to purchase t-shirts, hats, or other clothing items for volunteers, pen sets, military and veteran type patches/medals, memento gifts for staff members, visitors, or volunteers, or any other supplementary/replacement item(s) that has not been approved by the DVET. Applicants must provide details for every planned expenditure in the budget narrative. Any planned expenses listed only as “other” or “miscellaneous” must be clarified prior to processing the grant application.

Stand Down grant funding cannot be used to pay for health care related expenses. All medical examinations, to include dental and optometry examinations, should be provided by the VA or other community provider. Purchase of prescription eye wear and dental work is considered a medical care expense and is not allowable. Non-prescription reading glasses are considered an allowable expense. Applicants should explore all opportunities to secure health related services through the local VA Medical Center or VA Outpatient Clinic.

VETS reserves the right to disapprove any proposed cost not consistent with the funding restrictions in this announcement.

The maximum amount that can be awarded to support a local Stand Down event is \$10,000 per applicant per fiscal year. If the event is held for one (1) day, the maximum amount that can be awarded is \$7,000. An applicant is normally allowed one grant award per fiscal year.

All applications for Stand Down grant funding must be submitted to the appropriate State Director for Veterans’ Employment and Training (DVET) at least ninety (90) days prior to the event. Address and contact information for each State DVET can be found at: <http://www.dol.gov/vets/aboutvets/contacts/main.htm>. Events approved for grant funding in any fiscal year must be held prior to December 31<sup>st</sup> of the following fiscal year. For example, all Stand Down events awarded funding for FY 2011 (October 1, 2010 through September 30, 2011) must be held on or before December 31, 2011.

Stand Down grant awards are contingent upon a Federal appropriation or a continuing resolution each Federal fiscal year. Therefore, applications submitted after July 1<sup>st</sup> for events to be held after September 30<sup>th</sup> may be held for consideration for funding contingent upon Federal funding availability. Grant applicants should **not** obligate requested grant funding toward Stand Down expenses unless officially notified of a grant award.

## Applicant Information

1. **Eligible Applicants:** The following organizations may apply for grants under this solicitation: State and local Workforce Boards, VSOs, local public agencies, and non-profit organizations including community and faith-based organizations. Organizations

registered with the Internal Revenue Service as a 501 (c) (4) organizations are not eligible to apply for this funding opportunity.

**Applicant Registration Requirements:** All applicants for Federal funding are required to include a Dun and Bradstreet Number (DUNS) with their application. Applicants can obtain a DUNS number through the following website <http://www.dunandbradstreet.com/> or by phone at 1-866-705-5711.

After receiving a DUNS number, all grant applicants must also register as a vendor with the Central Contractor Registration through the following website: [www.ccr.gov](http://www.ccr.gov) or by phone at 1-888-227-2423. CCR registration should become active within 24 hours of completion. If you have questions regarding your registration, you should contact the CCR Assistance Center at 1-888-227-2423.

After registration, you will receive a confirmation number. Your listed Point of Contact will receive a Trader Partnership Identification Number (TPIN) via mail. The TPIN is, and should remain, a confidential password.

## How to Apply

All applications for Stand Down grant funding must be submitted to the appropriate State Director for Veterans' Employment and Training (DVET) at least ninety (90) days prior to the event. Address and contact information for each State DVET can be found at: <http://www.dol.gov/vets/aboutvets/contacts/main.htm>. Events approved for grant funding in any fiscal year must be held prior to December 31<sup>st</sup> of the following fiscal year.

Applications must include:

1. An original applicant letter requesting Stand Down funds signed in blue ink. The applicant letter must include an attestation that the individual who signed the SF 424 is authorized to enter into an agreement with the USDOL;
2. A Program Narrative that states the need for the Stand Down, geographical area to be served, estimated number of homeless Veterans to be served, their needs, and expected results of the Stand Down, and the role of the DVOP specialist, LVER and other One-Stop Career Center staff. It must also include a timeline for completion of all Stand Down event activities. The timeline must clearly indicate critical dates in the planning, execution, and follow-up process and if applicable, demonstrate the need to draw down awarded funding in advance of the event date (funding will be made available for draw down no earlier than 30 days prior to the event date). The timeline **must** include the date the post-event report is due to the DVET (30 days following the end of the Federal fiscal quarter in which the Stand Down was held) as explained in Section VIII below;
3. Original Standard Form (SF) 424, Application for Federal Assistance, (OMB No. 4040-0004) signed in blue ink. The SF-424 can be downloaded from [www.grants.gov](http://www.grants.gov) or at Appendix A as described in X below. **NOTE:** The Grant Officer will only accept the most current version of the SF 424 (the current version expires in 2012). Versions of the form with expiration dates that have passed will not be accepted;

4. SF 424A, Budget Information – Non-Construction Programs (OMB No. 4040-0006). The SF-424A can be downloaded from [www.grants.gov](http://www.grants.gov) or at Appendix B as described in X below;

5. Budget Narrative – A detailed description of each planned expenditure listed on the SF 424A. The description should describe or indicate the methodology used to determine the cost estimates such as price per quantity, if the item will be purchased or rented, and whether the items will be utilized by the participants or assist the volunteer(s) at the event. As a cost category VETS does not accept categories designated only as “Other” or “Miscellaneous.” Budget narratives must clearly itemize all expenditures;

6. Original signed Assurances and Certifications Signature Page, described at Appendix C in X below;

7. Survey on Ensuring Equal Opportunity for Applicants (OMB No. 1894-0010), described as Appendix D in X below;

8. A copy of the Central Contractor Registration confirmation number. Please do not send the Trader Partnership Identification Number (see Section III. 3. A.);

9. Letters of support, particularly from the local One-Stop Career Centers and/or DVOP specialists and LVER staff, VA, Department of Housing and Urban Development (HUD) or the local Continuum of Care (COC), VSOs, State and local government agencies, local businesses, and local non-profit organizations including community-based and faith-based organizations; and

10. If applicable, a copy of the Internal Revenue Service documentation indicating approval of non-profit status, for example: 501 (c) (3), 501(c) (19) etc.

## **How to Access Grant Funds**

The grantee will also receive a financial form to complete in order for the USDOL Office of Financial Management Operations to set-up an account in the Health and Human Services, Payment Management System (HHS/PMS). The grantee must submit the completed form as directed in order to be able to electronically draw down awarded funding. The form should be returned via FedEx, UPS, or other non-U.S. Postal Service provider to avoid processing delays. Questions or problems relating to the funding paperwork or processes should be referred to the USDOL Office of Financial Management Operations at (202) 693-4479.

After setting up the account, the grantee will be able to draw down funds to reimburse approved expenses already incurred and to cover approved expenses that will be paid within three (3) days of the draw down. Funds requested for draw down through the HHS/PMS are directly deposited into the designated account within 24 hours of the request. Since grantees may draw funds down in more than one quarter, up to and after the date of the Stand Down event, grantees are required to complete a Federal Financial Report (SF 425) no later than forty-five (45) days after the end of each quarter in which all or part of their grant award was received (February 14<sup>th</sup>, May 15<sup>th</sup>, August 14<sup>th</sup>, and November 14<sup>th</sup>). Instructions for completing this requirement are provided in the HHS/PMS information packet. Grantees must print hard copies of all SF 425s submitted to

HHS/PMS and include them with the post-event report submitted to the appropriate DVET/GOTR.

## **Post-Event Reporting Requirements**

All Stand Down awarded funds should be drawn down by the grantee within 90 calendar days of the Stand Down event. Otherwise, the Department of Labor may reallocate these funds for other purposes if practicable. All Stand Down funds awarded for any fiscal year must be electronically drawn down by no later than November 30<sup>th</sup> of the following fiscal year. In other words, if a Stand Down is held on July 12, 2011 (FY 2011), all funds should be drawn down within 90 days or by October 10, 2011. They **must** be drawn down before November 30, 2011 (FY 2012).

No later than thirty (30) calendar days after the end of the Federal fiscal quarter in which the Stand Down is held, grantees must report actual event activities and expenditures to the appropriate DVET and to the USDOL Office of Procurement Services. For example, if a Stand Down is held on July 27<sup>th</sup>, it is held in the Federal fiscal quarter that ends on September 30<sup>th</sup>. Therefore the post-event report is due to the DVET no later than October 30<sup>th</sup>. The required content of the report will be provided to grantees with the Special Grant Provisions made available with the grant award letter.

Grantees that anticipate experiencing any delay in submitting this report should immediately contact the appropriate DVET and provide a justification to request an extension. If VETS disapproves a particular expenditure, the grantee will be notified in writing with an explanation for the disapproval and instructions to electronically return the funds to the HHS/PMS account within 15 calendar days if already drawn down.

Any failure to comply with the guidance and reporting requirements set forth in the Stand Down Special Grant Provisions provided with the Grant Award letter may be taken into consideration in future funding award decisions by the U.S. Department of Labor, Veterans' Employment and Training Service.